

1.
This is an optional activity. To "pass" this practice quiz, you must receive 100%, or 1 out of 1 point, by completing the activity below.

Activity Overview

In the activity [Create a Sprint Plan and Sprint Backlog](#), you planned the first Sprint for the Virtual Verde project. Here, you will recreate planning that Sprint using Asana.

Step-by-Step Instructions

Step 1: Log in to Asana or create a new account

This activity involves some Asana Premium features. You will not be able to complete all of the activity steps without an active Premium trial or Premium account.

If you don't have an Asana account, you can create one for free [here](#). When you sign up, your free 30-day Premium trial will start automatically. If you signed up for Asana in an earlier course and are still within the 30-day trial, you can [log in](#) to that account to access Premium features.

If you already have a free Asana account, or your free 30-day trial has ended, you can [create a new account](#) to start a new trial and access Premium features for this activity.


Step 2: Open your Backlog from the last Asana lesson OR Download the Backlog template as a CSV file

If you completed the optional activity [Adding Estimations in Asana](#), open your Virtual Verde Backlog with estimations. (You can find it on your *Home* screen under *Recent Projects*.) Then skip to Step 4 below.

If you did not complete that activity, you'll need to download the Backlog template as a CSV file and then import it to Asana.

Note: .xlsx files are not compatible with the Asana [CSV importer tool](#).

Download the template as a CSV file:

 [Asana Sprint Backlog Template CSV File](#)

Step 3: Upload the CSV template to Asana to create a new project

To [create a new project using the CSV file](#), follow the instructions below:

- . From the Asana Home screen, go to *Recent Projects* and select *New Project*.
- . Choose *Import spreadsheet*.
- . You'll be prompted to give your project a name. Title it "Virtual Verde Backlog." (You also have the option to adjust your *Team* and *Privacy* settings, but you don't need to change them for this exercise.)
- . Choose *Select file to import*.
- . On the next screen, choose *Select a CSV file to import* to upload your file. (You can also drag and drop your CSV file to the upload area.)
- . Finally, select *Go to project* to launch your new project in [List view](#).

Step 4: Add a custom field for Sprints

Finally, [Create a new custom field](#) to organize your Sprints.

- . Select *Customize* near the top-right corner of your Backlog, and choose *Add Field*.
- . Type "Sprint" under *Field title*. The *Field type* should be "Single-select."
- . Rename "Option 1" as "Current Sprint." You can also rename "Option 2" as Next Sprint, but you only need to build one Sprint for this exercise.
- . Select *Create field*.

Step 5: Assign items to the Sprint Backlog

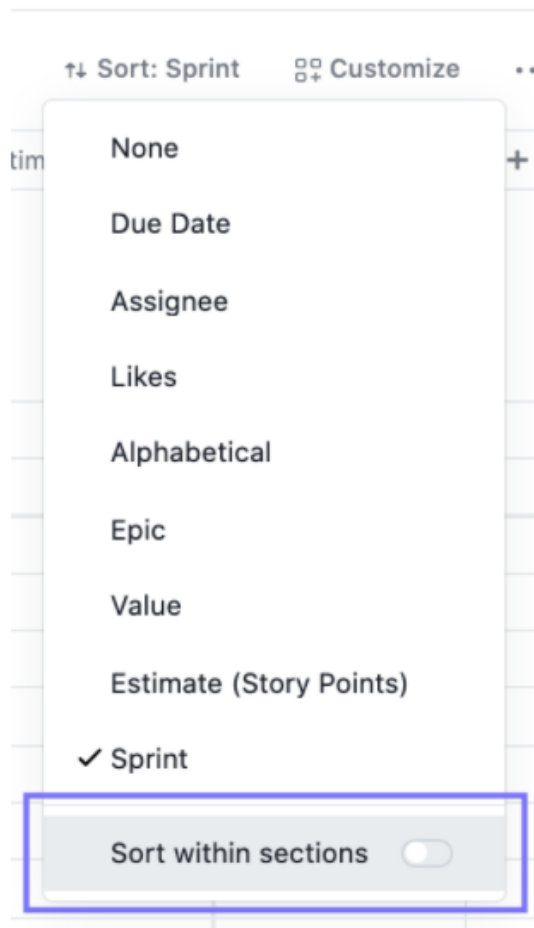
Assign Backlog items to the "Current Sprint" using the dropdowns under the "Sprint" column. If you created a second Sprint option, do the same for "Next Sprint."

Since the purpose of this activity is to practice building Sprints in Asana, it doesn't matter which items you add to the Sprint Backlog. You can assign them as you did in the activity [Create a Sprint Plan and Sprint Backlog](#) or assign them differently.

Step 6: Sort by Sprint

To order your Backlog by Sprint, go to the [Sort menu](#) and choose [Sprint](#).

Then go back to the [Sort menu](#) to turn off the *Sort within sections* option. Disabling this option will group tasks by the custom field you selected (in this case, the *Sprint* field). It will also give you a sum of each Sprint's estimation points (and any other numeric fields) at the bottom of each column. This makes it easy to keep track of how many points you've assigned to each Sprint and ensure you don't exceed the team's capacity.



Step 7: Add due date

Finally, [add a due date](#) for the "Current Sprint" items under the "Due date" column. In the activity [Create a Sprint Plan and Sprint Backlog](#), the Sprint is scheduled to end on March 19th, but you can add any date.

Your completed Sprint Backlog should be laid out something like this:

Virtual Verde Backlog

Set status

Share

Search

Overview

List

Board

Timeline

Calendar

Dashboard

Messages

Forms

Files

+ Add task

All tasks

Filter

Sort: Sprints

Customize

Task name	Assignee	Due date	Epic	Value	Estimate (Sto...	Sprints	
Current Sprint							
Backlog							
Low-maintenance options		Jul 9	Plant Care L...	\$\$\$	8.00	Current Spr...	
Plant care tips		Jul 9	Plant Care L...	\$\$\$	8.00	Current Spr...	
Plant care tools		Jul 9	Plant Care L...	\$\$	13.00	Current Spr...	
Watering reminders		Jul 9	Plant Care L...	\$\$	5.00	Current Spr...	
Expert help and advice		Jul 9	Plant Care L...	\$	8.00	Current Spr...	
Return Policy		Jul 9	Plant Care L...	\$\$	5.00	Current Spr...	
Bonsai Styles		Jul 9	Bonsai trees	\$\$	8.00	Current Spr...	
Bonsai Shipping		Jul 9	Bonsai trees	\$	5.00	Current Spr...	
Add task...					SUM	60.00	
[no value set]							
Backlog							
Bonsai Selection			Bonsai trees	\$\$\$	13.00		
Bonsai Tools			Bonsai trees	\$\$	13.00		

There’s so much more you can do with Sprint planning in Asana! You can automate repetitive steps by adding [rules](#), plan and visualize your team’s work using [Timeline](#) view, or create a [custom template](#) so you can easily launch a new Sprint-planning project without starting from scratch. Check out this article on [Sprint planning in Asana](#) for inspiration!